



AASIS Overview and Basic Navigation

User Personalization of AASIS

Chapter 5

Course Map

Introducing AASIS

Entering and Saving Data

Logging On and Off AASIS

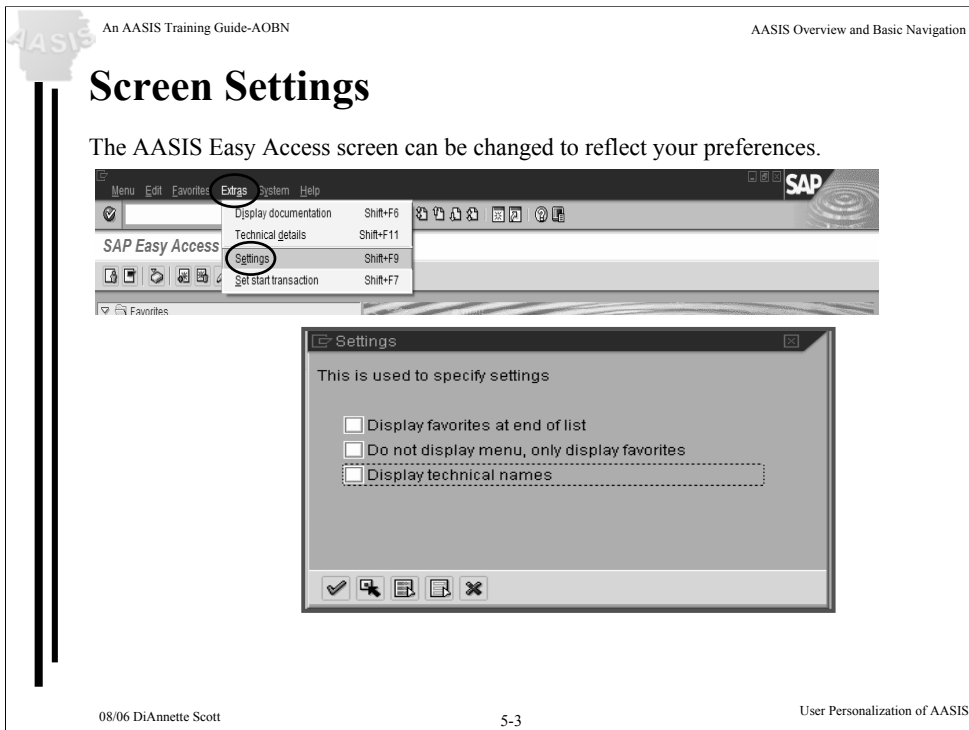
Working with Multiple Sessions

Understanding the AASIS Window

Employee Self Service (ESS)

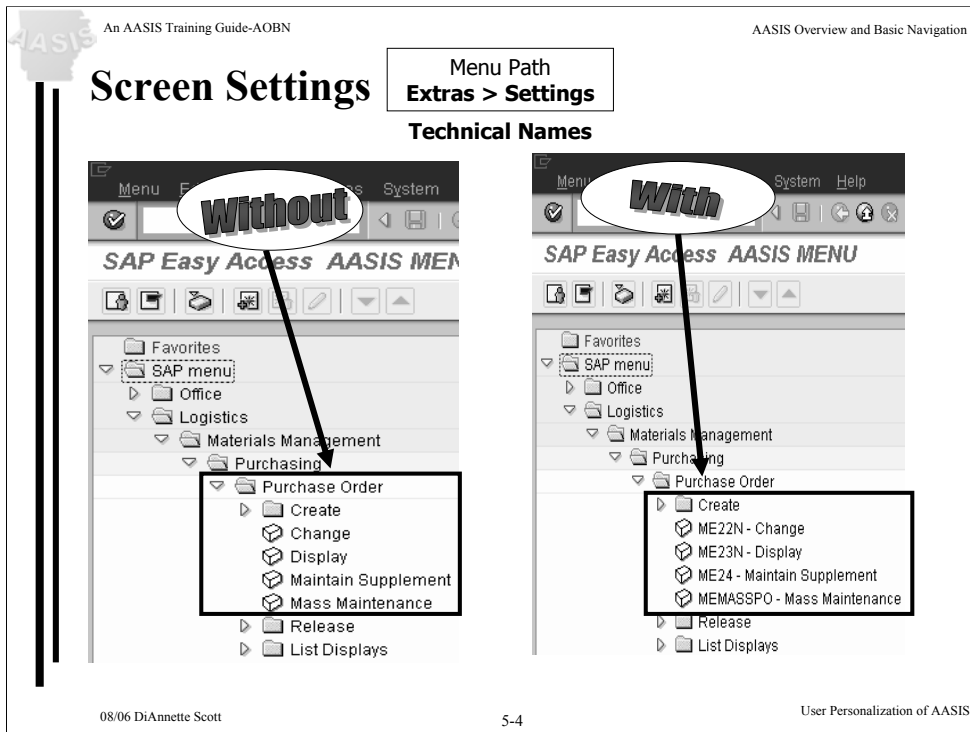
Navigating Through AASIS

User Personalization of AASIS



"Display favorites at the end of the list" affects the order of the menu tree structure displayed on the initial Easy Access screen. By selecting this checkbox, Favorites are moved to the end of your tree structure list.

"Do not display menu, only display favorites", affects the menu tree structure display on the initial Easy Access screen. By selecting this checkbox, Favorites is the only menu displayed.



"Do not display screen" removes the AASIS photo display from the Work Area of the Easy Access screen. Using this feature minimizes the usage of system resources.

"Display technical names" places the transaction name and code on the menu tree. (See illustration above.)

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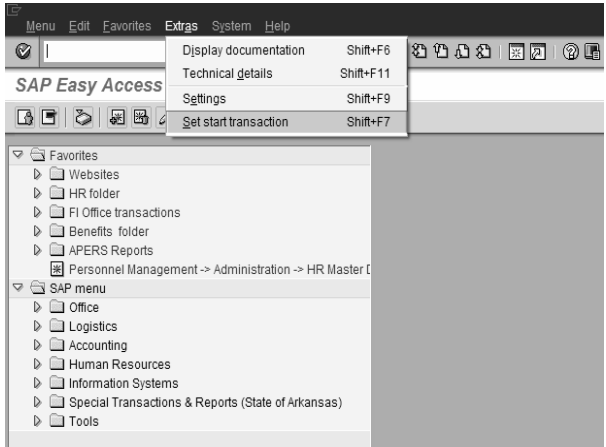
Set Start Transaction

Menu Path:

Extras > Set Start Transaction

or

Press Shift F7



The screenshot shows the SAP Easy Access interface. The 'Extras' menu is open, displaying options: 'Display documentation' (Shift+F6), 'Technical details' (Shift+F11), 'Settings' (Shift+F9), and 'Set start transaction' (Shift+F7). The 'Set start transaction' option is highlighted. The left sidebar shows a tree view with 'Favorites' and 'SAP menu' categories. The 'SAP menu' includes 'Office', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', 'Special Transactions & Reports (State of Arkansas)', and 'Tools'.

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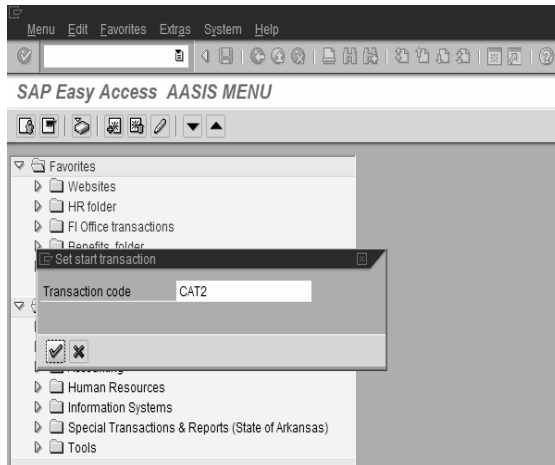
The **Set Start Transaction** is an excellent tool to use when starting with the same transaction code daily.

For example, if your main responsibility within AASIS is to perform Time Entry, then the system can be set to allow you to start the CAT2 transaction as your initial screen.

Set Start Transaction

Set Start Transaction dialog box will appear.

- Type **CAT2** in the box
- Click the **green check mark** or hit **Enter**

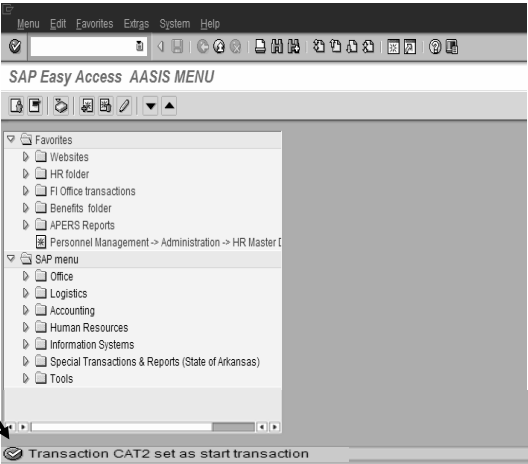


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Set Start Transaction

An information message confirms that Transaction CAT2 has been set as your start transaction.



The screenshot shows the SAP Easy Access AASIS MENU interface. A message bar at the bottom of the window displays a green checkmark icon and the text "Transaction CAT2 set as start transaction". An arrow points from the text "An information message confirms that Transaction CAT2 has been set as your start transaction." to this message bar. The menu tree on the left includes categories like Favorites, SAP menu, Office, Logistics, Accounting, Human Resources, Information Systems, Special Transactions & Reports (State of Arkansas), and Tools.

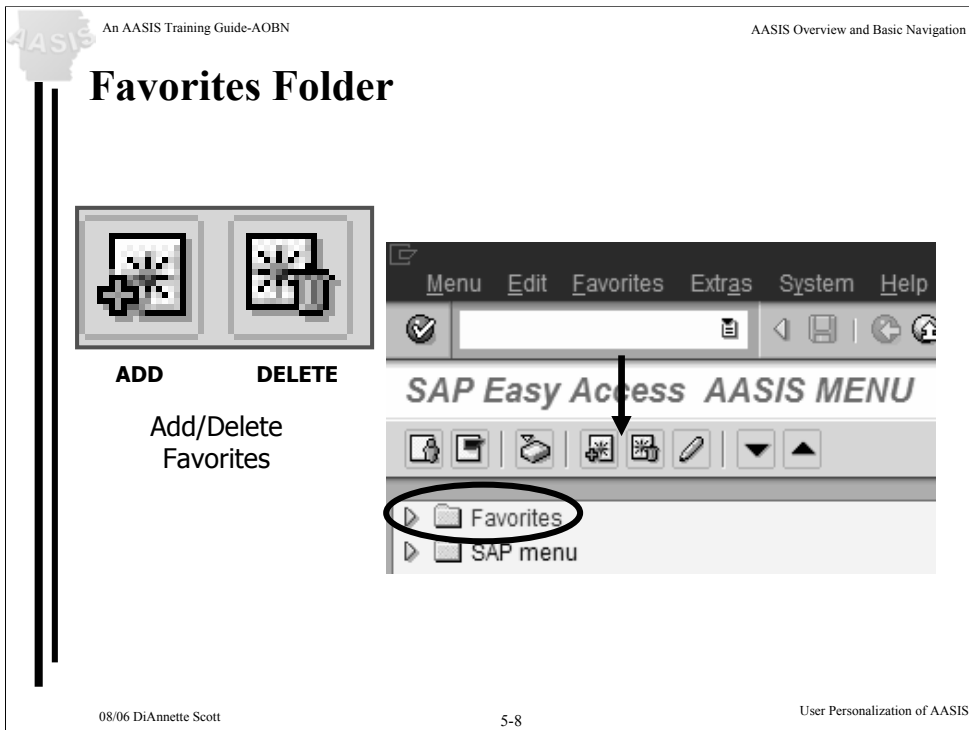
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The next time you sign on to AASIS, you will be taken directly to CAT2 instead of the menu tree.

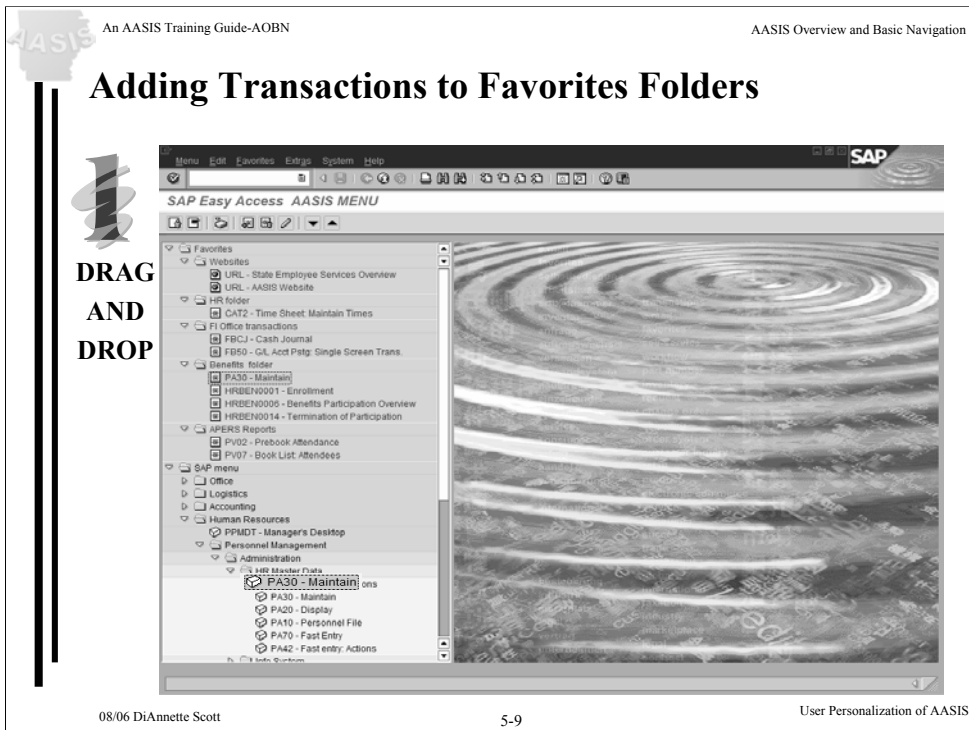
If you need to access the menu tree, select the red Cancel or green Back arrow.



The **Favorites Folder** is a valuable AASIS tool available to help you personalize your menu.

The Favorites folder allows you to create, add or delete a list of transactions you use frequently.

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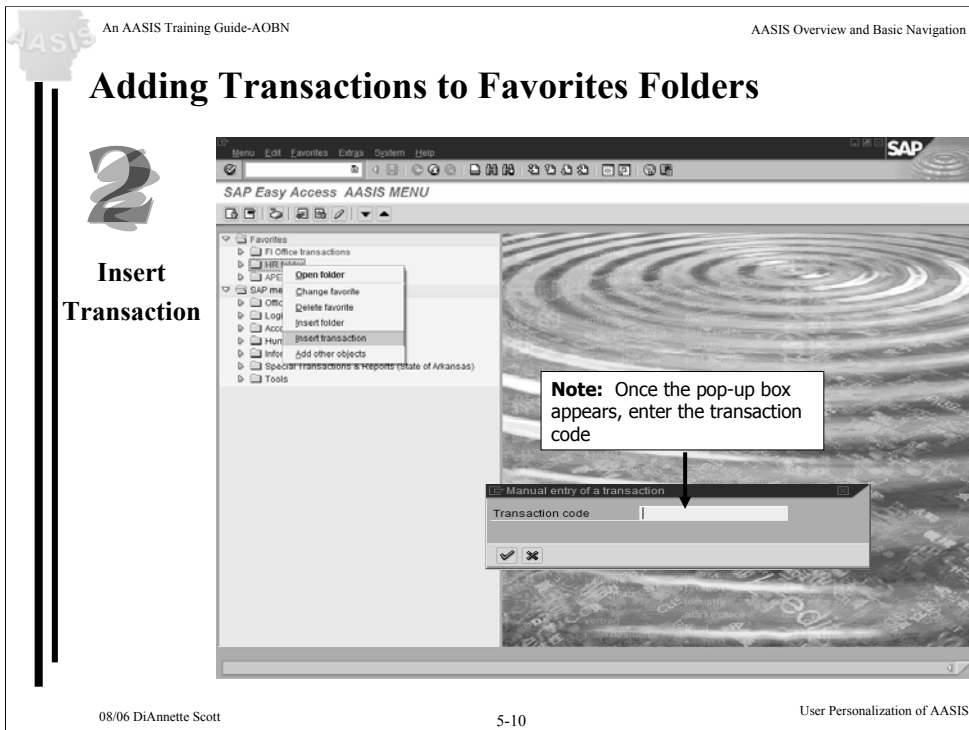


Drag and Drop

Select an executable menu item using the mouse and keep the mouse button pressed.

Drag the item to the desired position in your favorites folder and release the mouse button.

A message that the node was added to Favorites appears and the new item is shown below the position where you dropped the item.



Insert Transaction


Once you have set up your Favorites folders, you can then insert needed transactions under each:

To add a transaction:

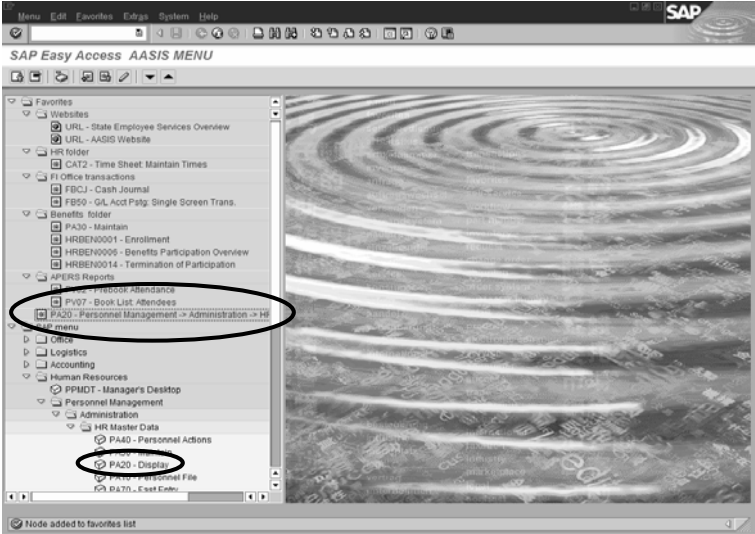
- Right click on the folder name. A drop down menu appears.
- Select “Insert transaction”. A pop-up box appears.
- Enter the transaction code in the field box.
- Press the green check mark and the transaction appears under the folder name.

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Adding Transactions to Favorites Folders



**Menu
Path**



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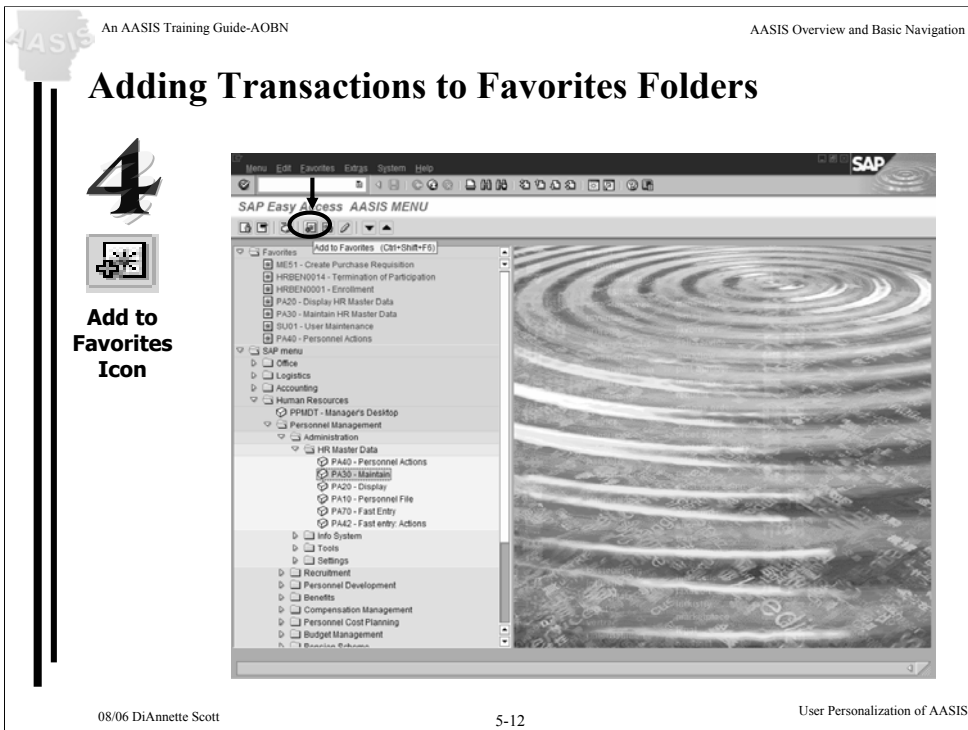
Menu Path

Select a transaction item in the user menu tree structure.

Choose from the menu bar:

Favorites > Add

The new transaction item appears at the end of your list.



Add to Favorites Icon

The Add to Favorites Icon is a shortcut offered in the toolbar for adding transactions to Favorites folders.

To use the Add to Favorites icon:



- Select a transaction item in your menu tree.
- Press the Add to Favorites icon

The new item appears at the end of the Favorites list. You can now use the up/down arrows or drag and drop to the proper folder.

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Change Order of Transaction in Favorite Folders



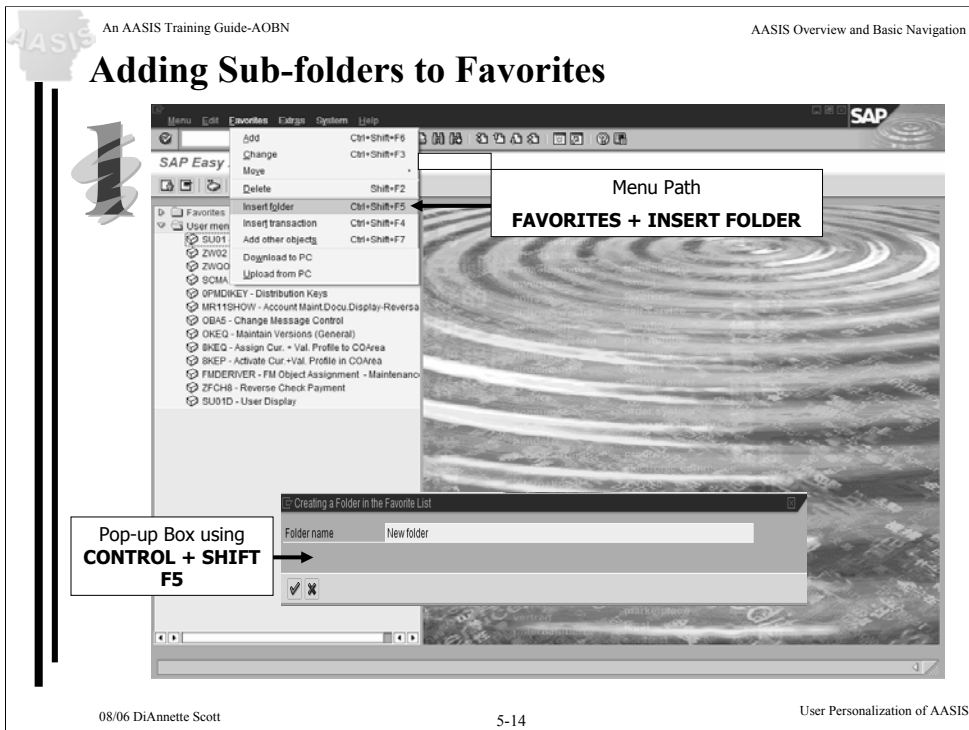
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You can change the order in which transactions appear in your Favorites folder in 2 ways:

1. Use up/down arrows on your keyboard
2. Drag and Drop (see Adding Transactions to Favorites Folders)



Adding Sub-folders to Favorites

The Favorites folder can be named according to the subject matter.

Examples:

- "My Purchasing Folder"
- "Time-Agency #0610"

To create a sub-folder:

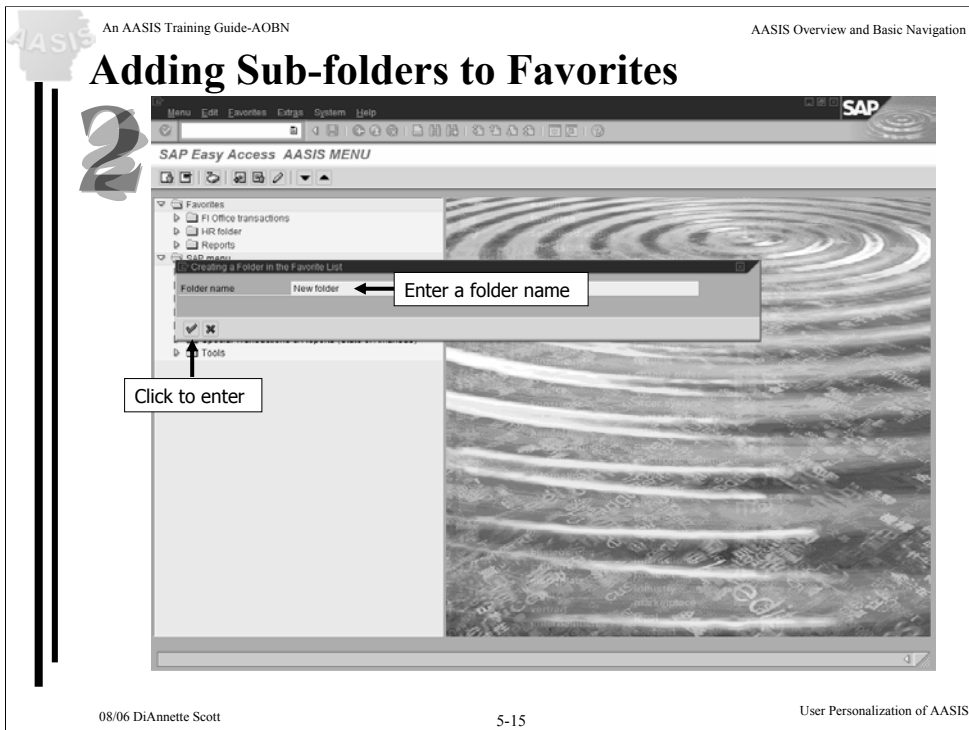
Use Menu Path:

FAVORITES > INSERT FOLDER

OR

Press **CONTROL + SHIFT F5**

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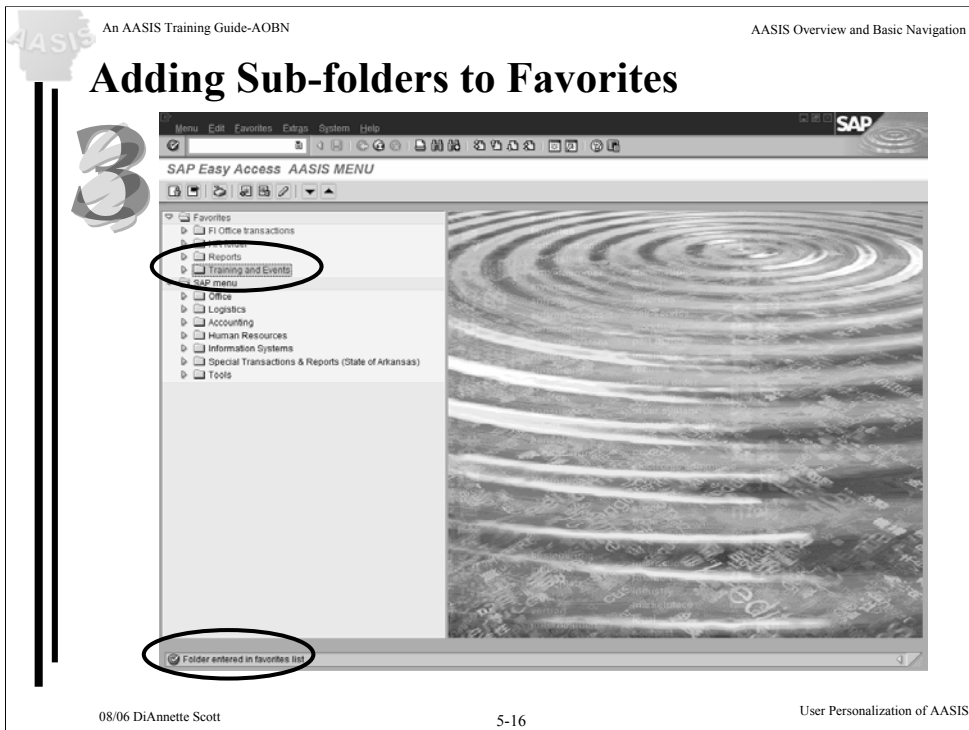
A dialog box titled “Create a file in the favorites list” appears.

Type in the sub-folder name you choose.

Examples might be:

- Your office’s name
- Your Purchasing name

After typing in a sub-folder name, press Enter.




An information message is displayed at the bottom of the screen, “Folder entered in favorites list”.

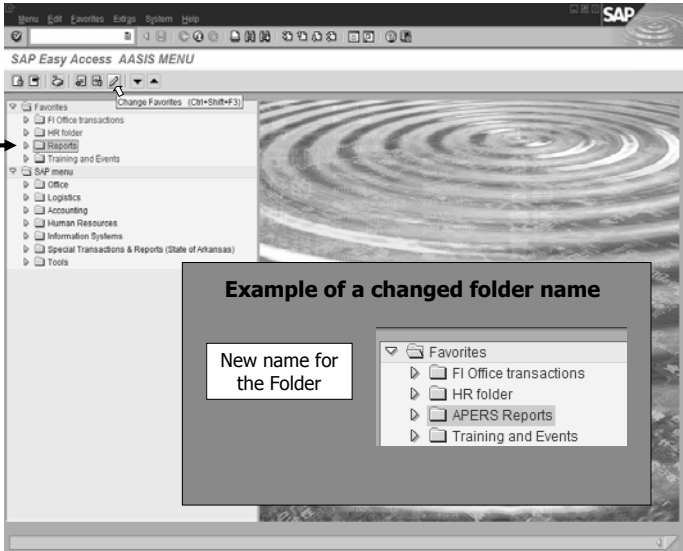
In this example “**Training and Events**” was added under “Favorites”.

To add additional Favorite Sub-folders, repeat these steps.

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Changing Sub-folders in Favorites



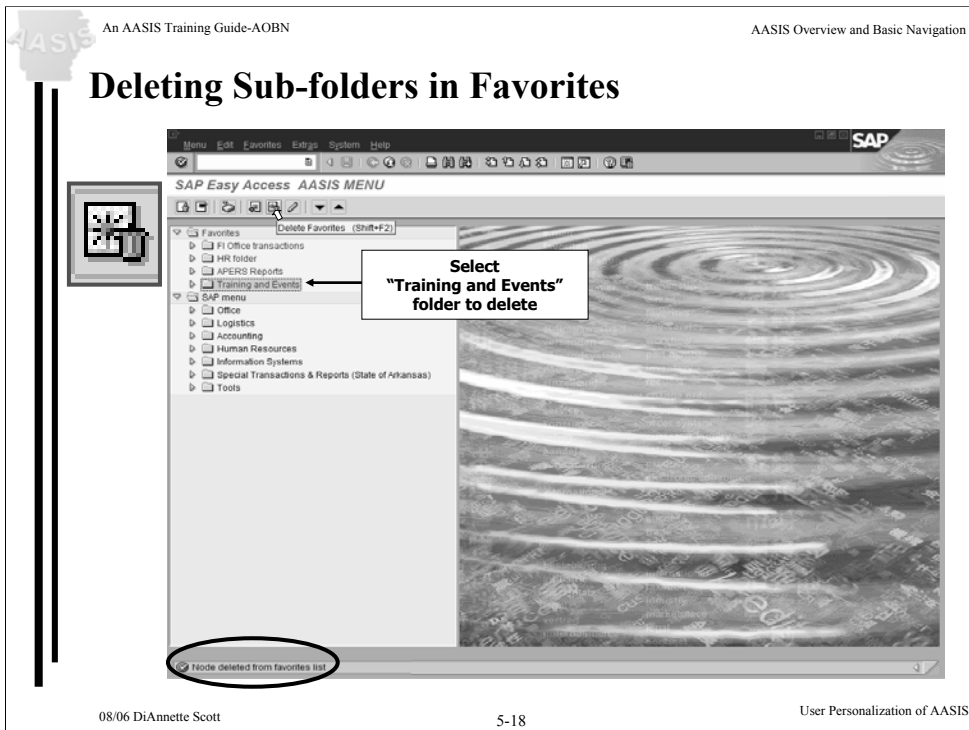


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Once folders have been created, you can easily change the current sub-folder name.

To change the name of your Favorite's Sub-folder:

- Select the sub-folder you want to change
- Select the pencil (Change) icon
- Delete the current sub-folder name
- Type in the new name for the sub-folder
- Press the Green Check Mark or press Enter



You can easily Delete a sub-folder or a transaction from your favorites.

To delete a folder:

- Select the Folder you want to delete
- Select the Trashcan (Delete) icon (Shift F2) or
- Press Delete on your keyboard

An information message is displayed, “Node deleted from Favorites list”

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Complete Favorites Folder Set-up (Example)

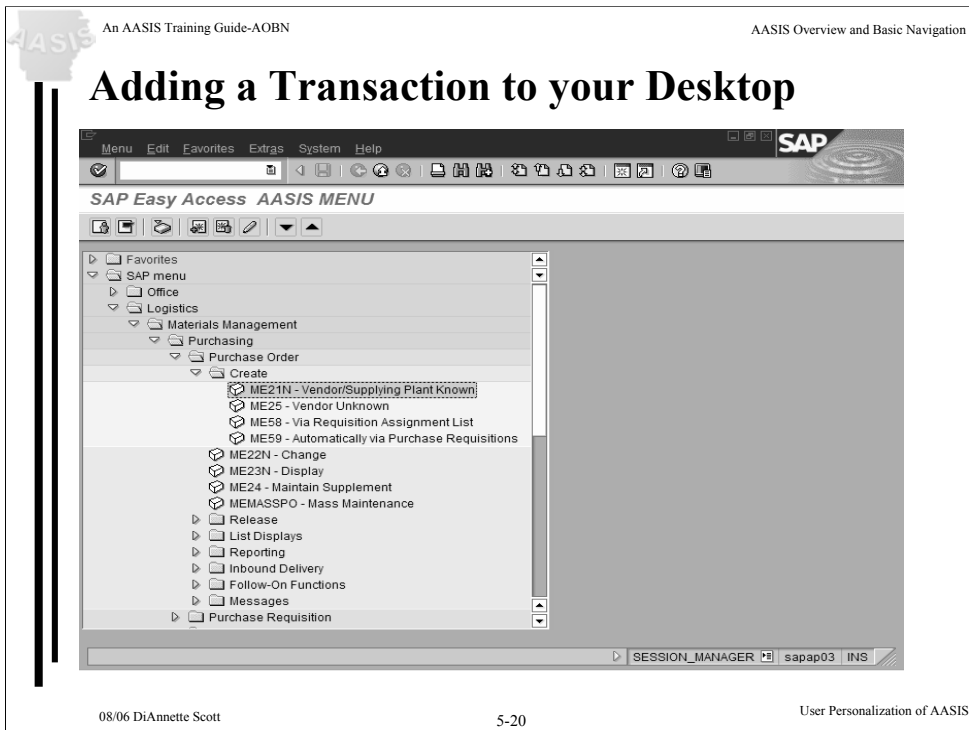
The screenshot displays the SAP Easy Access AASIS MENU. On the left, a tree view shows the 'Favorites' folder expanded, containing sub-folders like 'URL - State Employee Services Overview', 'URL - AASIS Website', 'HR folder', 'FI Office transactions', 'Benefits folder', and 'APERS Reports'. Each sub-folder contains specific transactions. A callout box with an arrow points to the 'Favorites' folder, stating 'Example of a complete Favorites folder'. The background of the menu is a grayscale image of a globe with binary code.

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Here is an example of a completed Favorites folder with sub-folder names and transactions.

By having all of your frequently used transactions grouped by subject matter, the process will save you time.

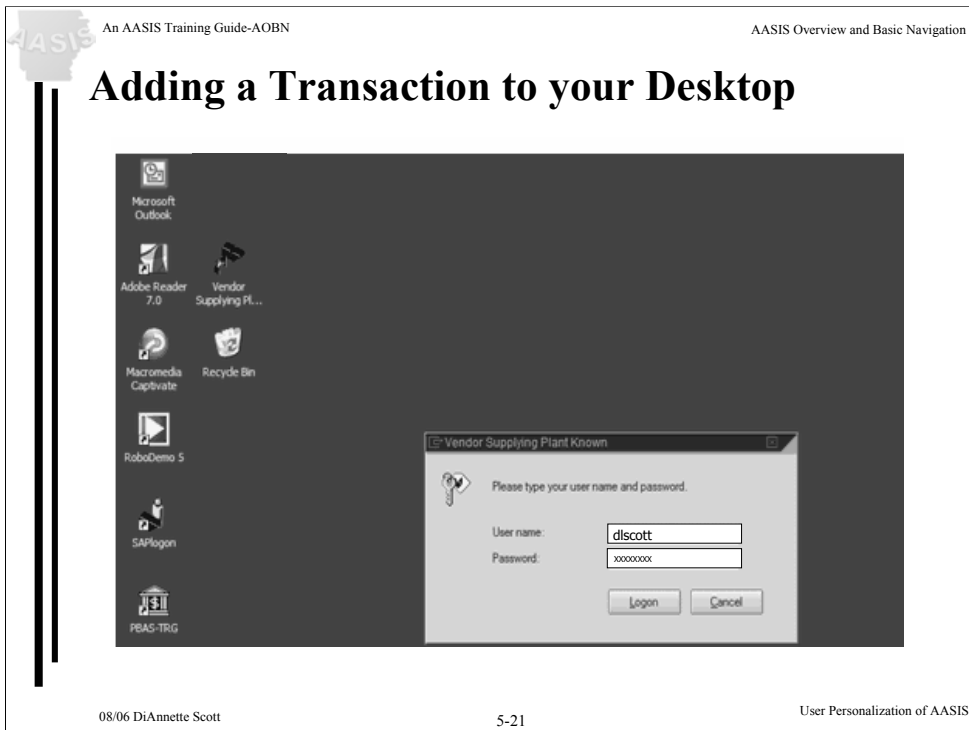
This process can also help eliminate navigating through the Menu tree and paths for access.



In AASIS, you may need to access a transactions more often than others. A quick way to access a commonly used transaction is to place it directly onto your desktop.

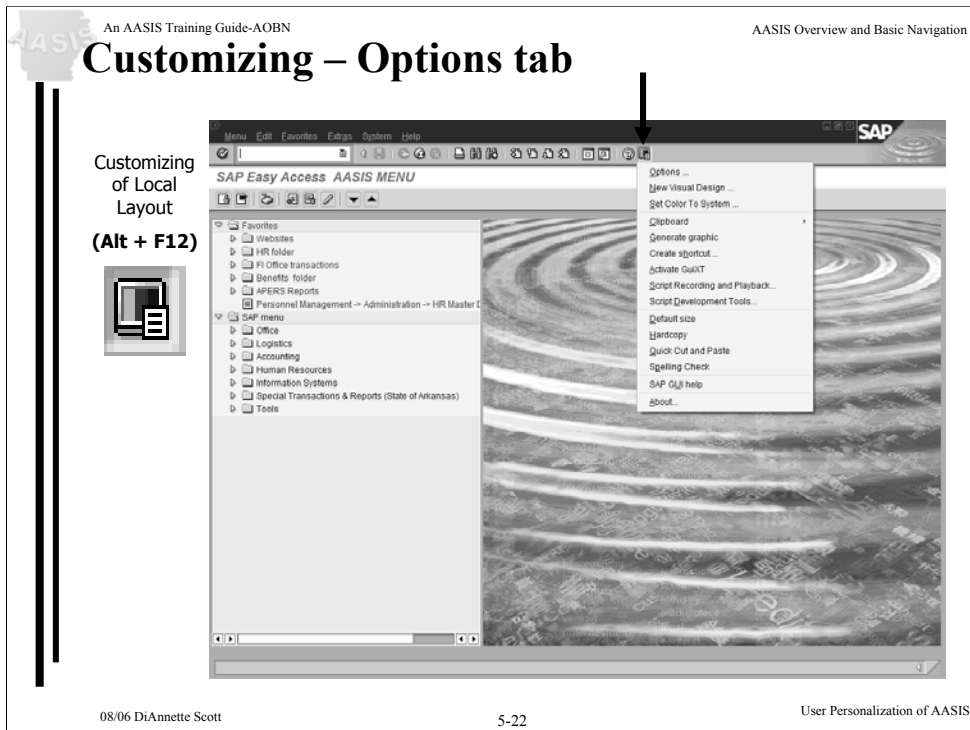
To add a transaction to your desktop:

- Find the desired transaction using your Menu path.
- Once the transaction has been located, click to highlight
- Right click on the selected transaction and a pop-up list will appear
- Select “Create shortcut on the desktop” from the list
- Once selected, a message will appear indicating your shortcut has been created.



Once the transaction has been added to your desktop, you will be able to double-click the created desktop icon to log on. Log on using your AASIS user id and password. This will take you directly to your transaction without going through the AASIS menu path.

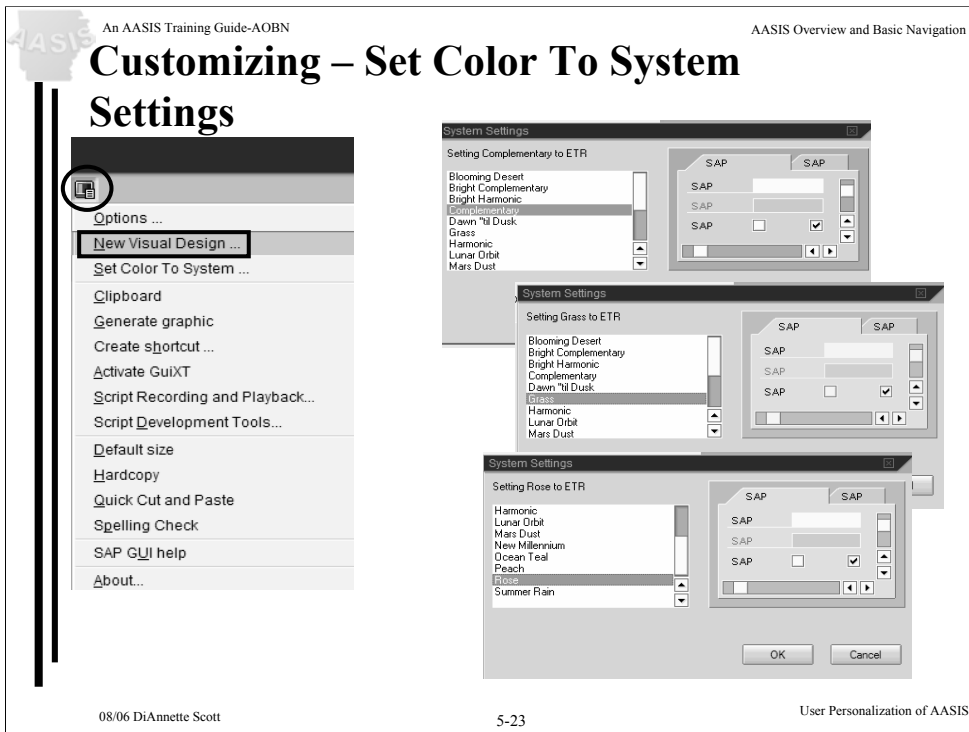
In the example above, transaction ME21N was added to the desktop. Once you double-clicks on the icon, a pop up box will appear prompting you to log on to AASIS. Once logged on, transaction ME21N screen will appear.



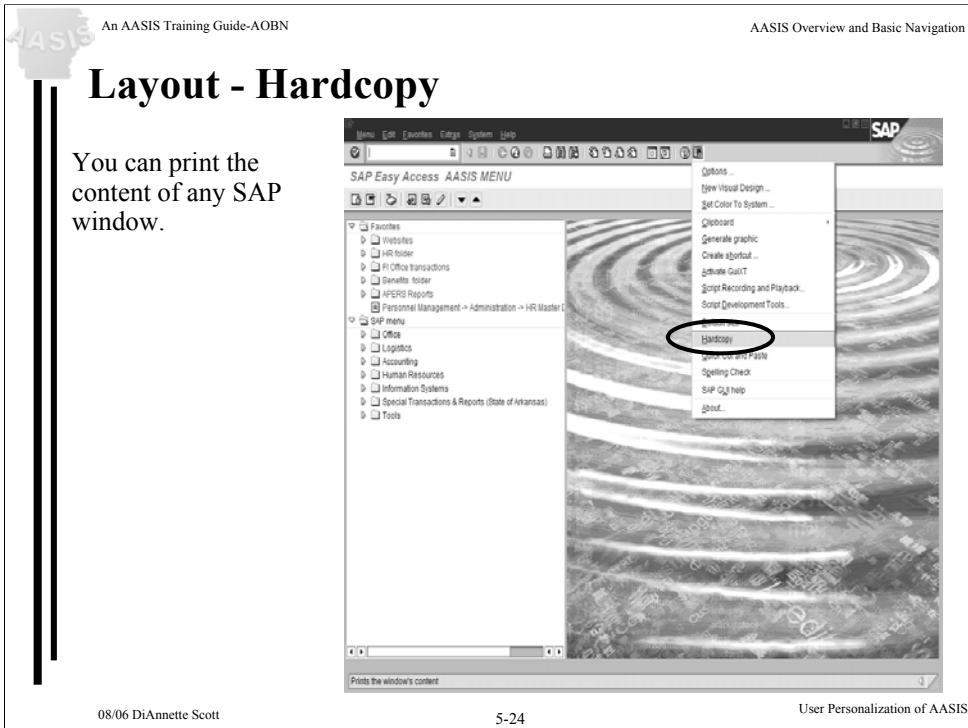
The Layout menu offers you several customizing options.

We will specifically demonstrate the ways in which you can change the behavior of system messages, tab settings, cursor options and whether to display keys in dropdown lists.

We will also show you how to use the Layout icon to generate hardcopy screen prints.



AASIS Settings allows you to change the color scheme of the current client.



The Hardcopy function can be accessed through any transaction in AASIS.

The Hardcopy function allows you to print the current content displayed on your screen.

The content will print to the default printer specified by you.